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Adm-7.7
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DD/S&T 2086-64

27 JUL 1964

MEMORANDUM FOR: Special Assistant/DDS

SUBJECT : Request for Executive Furnishings

1. The attached two requisitions are for executive furnishings and material to be used and installed in the office of the DD/S&T when we are relocated to the sixth floor. They are submitted on the advice of the DC/Supply Division.

2. All the individuals involved are either in the super grade category or are in the DD/S&T's immediate office and therefore are entitled to the contemporary furnishings as specified in DD/S 64-3470.

3. The operational justification [] for this equipment and the request for the traditional executive furnishings lies with the fact that the category of non-Agency personnel who make frequent visits to all parts of the office of the DD/S&T requires proper decor and equipment.

25X1

4. Your consideration and approval is requested.

25X1

[]
Acting Executive Officer
Directorate of
Science and Technology

Attachments

Distribution:

Orig. & 1 - addressee
1 - []
1 - []
2 - DD/S&T Registry
1 - Logistics Chrono

OL/DD/S&T

27 Jul 64

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